



Corps Explorer

2005 Challenge Cost Share Program for Lewis and Clark National Historic Trail

The Challenge Cost Share (CCS) program for the Lewis and Clark National Historic Trail (NHT) will be renewed for fiscal year 2005 contingent on an approved appropriation from Congress. The program makes available matching funds to non-federal organizations for projects that provide new or enhanced opportunities for protection, interpretation, or recreation at sites or segments on the Lewis and Clark NHT. CCS guidelines require National Park Service (NPS) dollars to be matched on a one-for-one basis with non-federal monies, and/or donated time and in-kind service. Normally, the maximum amount awarded for each project is \$250,000 of NPS funds and the minimum amount is \$2,000.

You will find the application form available at the NPS web site www.nps.gov/lecl. The form must be completed on the web site and submit directly on-line. No grant proposals submitted purely via e-mail or hard copy will be allowed. Ten hard copies must be submitted in addition to the on-line application.

The application form is included in this Special Issue of the *Corps Explorer*. There is a down-loadable Microsoft Word version of the application, to facilitate the drafting of your proposal for web input, located on the web site - www.nps.gov/lecl - follow the CCS link. **The deadline for web submission is no later than January 14, 2005.** Your 10 hard copies must be postmarked on or before January 14, 2004. There will be no exceptions to the deadline.

Additional documents needed to give a complete picture of your project may be attached to the hard copies. Any additional supporting materials submitted will not be returned to the applicant. For reasons of security, uploads of documents to the host computer are not allowed. You may cut and paste from Microsoft Word into the web application. The on-line application must be as complete and comprehensive as possible. If documents are to be attached - state that clearly in the on-line application. **One original ink signature hard copy and nine copies of the web applications are required in 2005.** We suggest that you print a hard copy from the web **after** entering all your data.

The criteria for the Lewis & Clark NHT CCS program are found on page two. Please remember that these funds cannot be used for land acquisition, nor can they be matched by federal dollars or Federal in-kind services or other federal resources. Additional federal funding may be available to the project but those dollars cannot be used as a match to CCS funds.

CCS funds are available for reimbursement purposes only and will not be issued in advance. If awarded, you may need other sources of funding to cover your expenses while waiting for award documents to be processed.

NPS may hold a few regional-based workshops this fall after this announcement. Please refer to our web site - www.nps.gov/lecl, follow the lower left link to CCS pages, for more forthcoming information on these workshops. To discuss a project, call Challenge Cost Share Program Coordinator Midori Raymore or Trail Manager Richard Williams at 888-237-3252.



Lewis and Clark NHT CCS Project Criteria

Project proposals are evaluated based on their capacity to accomplish the mission of the Lewis and Clark NHT to preserve cultural and natural resources, interpret the history of the Lewis and Clark Expedition to the public, and enhance recreational activity by providing trail retracement opportunities. Some funding for the CCS program has been provided to recognize the 2003-2006 Bicentennial Commemoration. However, the bicentennial legacy will be determined by what remains for future generations once the observance ends. Proposals will be evaluated on how well they accomplish any of the following. The first four in boldface are the leading criteria since they directly support the mission of the NPS. Criteria five through twelve are viewed as sustaining the top four and your organization's project goals.

- **Preservation (lasting legacy) - Enhance protection or preservation of a Lewis and Clark historic site, cultural or natural resource associated with the trail.**
- **Interpretive value - Increase public understanding and appreciation of the Lewis and Clark NHT through interpretation and/or public information.**
- **Educational Value - Increase public understanding and appreciation of the Lewis and Clark NHT through education and interpretation information in support of a learning opportunity.**
- **Public impact - Projects that are national in scope and will affect large segments of the public will receive a higher rating than projects that have a very limited public impact.**
- American Indian involvement – Does the project reflect American Indian involvement by project consultations, development, and implementation? Documentation required in 2005.
- Provide appropriate historical, archeological or other research involving preservation of cultural or natural resources associated with the Lewis and Clark story.
- Product - Does the project produce a verifiable product, e.g. a planning document, a report, a research document, or a more tangible interpretive or educational product?
- Enhance public recreational opportunities for the visitor who is retracing the Lewis and Clark NHT – funding of boats ramps is generally not appropriate, however, the development of interpretive or educational facilities at access sites may be reasonable.
- Planning value - Provide necessary planning and coordination with partnership organizations to accomplish Lewis and Clark NHT objectives. This includes Signature Events but does not include HOSTING the NPS Corps of Discovery II Traveling Exhibit.
- Infrastructure – Is the project related to construction of major Infrastructure that will produce a long term benefit to the Lewis and Clark NHT?

- Unique project – Are other organizations doing this kind of project? How is this project important and unique?
- Organizational viability - Does the organization have the capacity and resources, including matching dollars or in-kind service, to accomplish the project in a timely manner (within a two year time frame)?



Lewis and Clark NHT Timeline for the 2005 CCS Program

- **October 1-10, 2004: Announcement of Program** – application on-line at www.nps.gov/lecl - follow the CCS link on the lower left of the front page.
- **January 14, 2005: Submission Deadline** – there are no extensions.
- **January 21 - March 10: NPS Review of applications.**
- **March 10-31: Final Award Decisions and letters mailed** - these dates change depending on schedules of the various people involved.
- **April 1: Once the award letters go out** – the required paperwork with cooperative partners for funding starts. Timing is dependent on both the cooperating partner and NPS Contracting Office. It can take anywhere from 45 days to 5 months for this process to be complete. On the average new Cooperative Agreements are processed in 30 to 45 days. Most Modifications to existing Cooperative Agreements are processed in 15 to 30 days.
- **June 15 - Aug 15: Funding availability** - Please check with this office to be sure when funds are available. Dollars expended before a Contracting Officer's signature will **not** qualify for reimbursements. Projects which receive funding have two years from the date of the award for project completion. An Interim Report is required at the half way point. Finished projects are required to submit a Completion Report. Both forms can be found at www.nps.gov/lecl - follow the CCS link. **No request for payment will be processed without a supporting report.**

National Park Service, Lewis and Clark National Historic Trail

2005 Challenge Cost Share Program Application

This form must be completed and submitted via web (submission at www.nps.gov/lecl) AND ten (10) hard copies mailed to: *Midori Raymore, CCS Program Coordinator, Lewis and Clark National Historic Trail, 601 Riverfront Drive, Omaha, NE 68102-4226. DEADLINE: JANUARY 14, 2005.* There will be no extension of the deadline! No e-mail or solely hardcopy submissions will be accepted! For more information and program assistance call 888-237-3252 x 1826.

1. Project Name: _____

NPS Areas of Project:
_____ Lewis & Clark National Historic Trail

2. Estimated Start Date: _____

Expected End Date: _____

3. Applicant Organization: *(Note: NPS funding for this project will be provided only to this organization)*

Authorized Official: (Chairman, President, Director or equivalent)

Name: _____

Title/Position: _____

Phone: _____

Signature: _____

Date: _____

4. Amount Requested from NPS: \$ _____

Applicant Share: \$ _____

Other Contributions: \$ _____

Total Cost: \$ _____

5. Person in charge of technical administration of the project or primary point of contact:

Name: _____

Title: _____

Signature: _____

Address: *(All correspondence will be sent to this address):*

Phone Number: _____

Fax Number: _____

E-mail: _____

6. **IF** project is associated with an NPS area **other than Lewis & Clark National Historic Trail**, please list:

Park Name: _____

Address: _____

NPS Contact: _____

Phone Number: _____

E-mail: _____

7. Will there be a need for National Environmental Protection Act (NEPA) or National Historic Preservation Act (NHPA) compliance? (Compliance is needed when federal dollars are used on any project involving ground disturbance, construction or other actions that may influence natural or cultural resources.)

_____ Yes _____ No

If Yes, attach a letter from the organization retaining property ownership, and/or authority, stating their willingness to accomplish NEPA or NHPA compliance for this project.

8. Please categorize your project: *(choose one)*

Tribal Event and/or Programs	<input type="radio"/>	Tribal Facilities	<input type="radio"/>
Event and/or Event Planning	<input type="radio"/>	Wayside Signs and/or Exhibits	<input type="radio"/>
Visitor Centers and Other Built Facilities	<input type="radio"/>	Trail construction or rehabilitation	<input type="radio"/>
Educational Services	<input type="radio"/>	Publications, Maps, Media and/or Web site	<input type="radio"/>

9. Has **this** Project had prior CCS Funding from Lewis and Clark NHT?

Yes No

If yes, how much? _____ Choose the Program Year(s): ☐ 2001 ☐ 2002 ☐ 2003 ☐ 2004
(You may choose more than one.)

If yes, you must attach a project status report to the hardcopy. This report form can be found on our web site at www.nps.gov/lecl – follow the link for Challenge Cost Share.

10. **Project Summary:** Briefly summarize the project. Explain how this project preserves the heritage of the Lewis and Clark Expedition and/or associated American Indian Tribes. Explain how the project will provide service to the public. Be clear and concise! **(100 words or less. Anything more will *not* print in the web application!)**

11. **Project Description:** Specify planned objectives, major actions, and measurable results (who, what, when, where, how). Outline *concisely* the objectives and tasks needed to complete the project. Provide a timeline with proposed beginning and end dates (when will the project be completed). Identify any NPS activity, such as staff expertise, equipment, supplies, etc. that will be requested. **Please limit description to approximately 1000 words or less. (Anything more, the web program will erase.)**

12. Explain your organization's resources (personnel, financial, and other) and ability to accomplish the project within the given time limit of two years from the date of a CCS award. List the appropriate expertise that will be involved to assure project completion in accordance with National Park Service standards.

13. Is there American Indian involvement in the project? If so, describe that involvement. Submit a statement describing consultation and participation, with names and functions of individuals consulted, a resolution of support, or other evidence from the individuals and/or tribes involved with the project. **Projects claiming this involvement without submitting requested documentation will not receive funding.**

14. List the tangible, measurable results or product(s) that will be in place at the end of the project. Identify results or products in measurable terms. *Examples:* new facilities, renovations made, research reports, type of visitor services, cultural or natural resources preserved, educational or interpretive products, recreational service provided. Will the product from the project be used for purposes other than enhancing the public knowledge, understanding and experience of the Lewis and Clark NHT? If yes, explain. (Rest rooms, parking lots, boat ramps and other facilities that are not 100% related to the Lewis and Clark experience will not be considered for funding.)

15. **Applicant Assurance:** Stipulate your agreement to identify the National Park Service Challenge Cost Share Program in signs, film, or published materials, or other products developed under this funding:

16. **Budget Data.** Use Project Budget Narrative Worksheet as your source for this information. Column 1 lists the amount of NPS funds to be used for each category. Column 2 lists all non-federal organizational contribution in dollars and/or in-kind services. Column 3 lists Federal Partner contributions (other than NPS) to the project, which can not be counted as a direct match with NPS dollars. **The web site will use the Budget Narrative totals for Columns 1 & 2 – Column 3 you must fill in within this block on the web site. The web site will perform the math for you in the Budget Narrative and in this section.**

	1	2	3	
Budget Categories	CCSP Funds	Partners	Additional Federal Dollars	Totals
a. Personnel				
b. Fringe Benefits				
c. Consultant Fee				
d. Travel				
e. Equipment				
f. Supplies				
g. Indirect				
h. Volunteer				
i. Construction				
j. Other				
Grand Total:				

17. **Budget Overview:** For Column One in #16, identify the results to be achieved from each category of funding in the space below. Describe the reason why each category of funding requested is necessary to accomplish the project. For funds requested for personnel, explain what the positions will accomplish. If funds are for consultants, what product will the consultants produce? If funds are for construction, what specific function, and proportion of the project, will the CCS funds be used to produce? Specify the purpose for any travel. List, specify, and define *“Other”*.

Project Budget Narrative Worksheet. Using the budget format below, outline the project budget (The web site can expand the fields as necessary). Each subtotal entered in Item 16, Budget Data will be derived from this information and match the totals in these sections. Each cost item must clearly show how the total charge for that item was determined. The website will allow multiple lines in each category and is only limited by the project's need for detail.

Please note: This budget narrative must include the minimum dollar for dollar required match (e.g., if applying for \$30,000 CCS funds, the budget must show a minimum of \$30,000 non-Federal match provided by partners). The total dollars and dollar value of in-kind services supplied by the organization should be listed together in the "Match" column. Federally appropriated funds may not be used for match and must be entered in Item 16, Column 3. All non-Federal matching share must be contributed during the project period, which begins when the Cooperative Agreement and/or contract is signed by both the National Park Service and the project partner. No costs accrued prior to that date will be accepted.

1. Personnel. Provide the titles and function of key project personnel. Please note that CCSP funds may not be used to pay Federal employee salaries, nor may Federal salaries be used as match/cost share.

Title of Position	Wage or Salary	CCSP Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

2. Fringe Benefits. If more than one rate is used, list each rate and the wage or salary base.

Rate	Salary or Wage Base	CCSP Funds	Match/Cost Share (if any)	Total
% of	\$	\$	\$	\$
% of	\$	\$	\$	\$
% of	\$	\$	\$	\$
Subtotal		\$	\$	\$

3. Consultant Fees. This should include payments for professional and technical consultants participating in the project.

Name and Type of Consultant	# of Days	Daily Rate of Compensation	CCSP Funds	Match/Cost Share(if any)	Total
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
Subtotal			\$	\$	\$

4. Travel and Per Diem. Indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs.

From/To	# of People	# of Travel Days	Subsistence Costs(Lodging and Per Diem)	Transportation Costs (Airfare and Mileage)	CCSP Funds	Match/ Cost Share (if any)	Total
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$
Subtotal					\$	\$	\$

5. Equipment. List all equipment items in excess of \$5,000. Items worth less than \$5,000 or that have a useful life of less than two years must be listed in the Supplies and Materials category (Category 6, below).

Item	Cost	CCSP Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

6. Office Supplies and Materials. Include consumable supplies and materials to be used in the project and any items of expendable equipment, i.e.; equipment costing less than \$5,000 or with an estimated useful life of less than two years. Equipment costing more than that should be listed in the Equipment category (Category 5, above).

Item	Cost	CCSP Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

7. Indirect Costs. This is the rate an Educational or other Institution will charge to administer the grant funds in this project. We do not fund rates at total cost, which are above 15% of the grant award. Please see next section for volunteer indirect costs.

Rate Label	Cost	CCSP Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

8. Volunteer Hours. Provide position functions and titles of key project volunteer personnel. Please note that CCSP funds may not be used to pay Federal employees, nor may Federal salaries be used as match/cost share. An acceptable rate to determine the value of volunteer hours is the established pay scale for a consultant who would be providing such services or \$17.69 per hour.

Title of Position	Wage or Salary	Total Hours	CCSP Funds	Match/Cost Share (if any)	Total
	\$		\$	\$	\$
	\$		\$	\$	\$
	\$		\$	\$	\$
Subtotal			\$	\$	\$

9. Construction/Conservation Materials.				
Item	Cost	CCSP Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

10. Other (specify).				
Item	Cost	CCSP Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal		\$	\$	\$

CCS Program Over view and Requirements

Several layers of bureaucracy are involved in processing the CCS awards. There is usually an umbrella organization, such as a state Bicentennial Commission or the Lewis and Clark Trail Heritage Foundation, that processes standard forms for awards and payments. There are also layers of NPS bureaucracy that process awards and payments. The Lewis and Clark NHT administrative office is the focal point of forms and process. When in doubt, contact Midori Raymore, CCS Program Coordinator, for the process and requirements for your project award.

Here is an overview of the award and payment process for CCS projects. After review and final award decisions are made by the NPS Midwest Regional Director, award letters are compiled and mailed. Letters are sent only to the individual identified on the proposal as the primary contact for the project. These letters are usually completed in April or early May. It is the primary contact person who must notify all other persons in the organization associated with the project. Work on the projects may begin at the time the award letter is received; however, these start-up costs are the project's match and may not be billed against the funding award. No invoices may be submitted to the

NPS until the Cooperative Agreement is completed and signed by the NPS Contracting Officer. This usually does not occur until July or August. The NPS is not responsible for any expenses incurred before the Cooperative Agreement is signed.

Lewis and Clark NHT has Cooperative Agreements with many organizations in each state. A Cooperating Agreement is a legal document establishing a formal relationship, and has many regulations as established by Federal Law and the Office of Management and Budget. Cooperative Agreements are the only means of distributing CCS funds. Since a Cooperative Agreement requires extensive paperwork, NPS prefers to award smaller, one-time projects through existing agreements with umbrella organizations. For some organizations, this adds a new layer of bureaucracy to the process. However, most Cooperative Agreement administrators are highly professional and accommodating when dealing with these smaller projects.

The Contracting Office of the NPS Midwest Region establishes deadlines for completion of new and modified Cooperative Agreements. CCS administrators must abide by these deadlines, thus delays may cause deferment of funding for projects. It is, therefore, imperative that forms and paper work sent to an organization with a CCS award be returned promptly to the NPS.

All government monies are spent in accordance with contracting laws and regulations established by the US Office of Management and Budget. Final authority to commit government funds to a project requires the approval of a "warranted" contracting officer. This official signature may not come until several months after the initial CCS award letters are received. Consequently, funds spent on a project prior to receipt of that contracting signature **MUST** be counted as project match and **NOT** expenses billable to the NPS. Lewis and Clark NHT will not accept invoices containing expenses incurred prior to the date of the NPS Contracting Officer's signature.

CCS projects must be completed within two years. During the first year, at least one Interim report must be submitted to NPS and one partial billing must also be processed. If an invoice for a partial billing is not feasible, an explanation must be submitted stating the reason the organization has not invoiced for the project and report future funding needs. When the project is completed, a Completion report is required. Projects may request a one-year extension in writing. Any changes to a project – budget, equipment needs, personnel needs, or final product - require written approval by NPS prior to implementation. Neglecting to follow requirements may be grounds to reduce the funding award from NPS. Forms for Interim and Completion reports are found at the NPS web site www.nps.gov/lecl – follow the CCS link. No requests for reimbursements will be processed without an Interim Report or a Completion Report. Any requests for reimbursement submitted without a report will be returned to the submitting office.

As many awarded projects have volunteer efforts associated with them, a formalized volunteer agreement will be required between the project organization and the NPS. This agreement will accompany the award letter and a form for documenting volunteer hours over the year. Both volunteer agreement and the hour documentation will need to be returned to the NPS prior to September 30, 2005.

All correspondence for CCS projects and Cooperative Agreements should be directed to Midori Raymore, CCS Program Coordinator, Lewis and Clark NHT, 601 Riverfront Drive, Omaha, Nebraska 68102-4226.



National Park Service
U.S. Department of the Interior

Lewis & Clark National Historic Trail
601 Riverfront Drive
Omaha, NE 68102

EXPERIENCE YOUR AMERICA

The Corps Explorer Special Issue # 28
2005 Challenge Cost Share Program.

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***Please send mailing updates and
removal requests to:***

LECL_Information@nps.gov